	INTEGRATED BUSINESS INFORMATION SYSTEM (IBIS)
	WiSMART Accounting String Survey

Please return to Scott B. Thornton, mailto:scott.thornton@doa.state.wi.us

Organization Code	Numeric, at sort level one, the first two digits designate the division (i.e., 1100, 1200, 1300, etc.) the final two are zero-fill place holders, at level two the first two digits still designate the division, the third and fourth digits designate program areas, teams or units under that division (i.e., at Level 1: 1400=Division of Enforcement; at Level 2: 1401=Division Admin., 1420=Intake and Screening; 1430=Business Team, 1440=Health Team. The unit numbers are assigned different units under each division.

Sub-Organization Code	Do not use

Activity Code	FK01 through FK26 are associated with pay periods in the current fiscal year. We use these not for the pay periods per se but to designate date ranges for when the activities occurred. It serves as a date indicator, especially for meetings of our regulatory boards and costs associated with each meeting. These costs can sometimes be incurred in a period very removed from the posting date. Identifying the date a meeting occurred helps to track the costs by individual meeting of each board.

Reporting Category	Currenlty used to associate exenditures for meetings of the regulatory boards attached to the department—such as per diem, mileage, catered meals, mailing and printing agendas. Fiscal year indicater is the first digit, followed by 3-character abbreviation (usually alpha). (e.g., Barbering & Cosmetology Board=6BAC; Veterinary Board=6VET). Reporting categories have been entered—4 digit numeric—to refer to individual license types, (e.g. 6001=CPA in FY 06) but we have not yet used these numeric Rept Cat codes on any vouchers. We originally intended to use them for Time Distribution. They are being used by the department on Excel spreadsheet time logs but not on WisMART.

Sub-Revenue Code	Used in limited cases to desinate a part of license fees deposited for a separate purpose

Sub-Object Code	Used to track costs for a certain type of activity or vendor—most often to give greater detail to the 2740 and 3300 objects.

Project	Do not use

Sub-Project	Do not use

Agency: Department of Regulation and Licensing   Completed by: Beverly Haberman